

For: Tobacco State and County Offices

**Tobacco Payment Program (TOPP)
Application Approval and Software Procedures**

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

The Consolidated Appropriations Resolution Act of 2003 provides that direct payments be made to tobacco growers and quota holders to help enhance economic stability of tobacco producers.

Notice TB-1070 provided instructions for processing TOPP applications manually.

A forthcoming County Transmittal will provide software to enable County Offices to load CCC-952 and CCC-952-A data into the System 36 from manual TOPP applications.

Payment factors and instructions for processing payments will be issued in a forthcoming notice. Payment software will be available in a future software release.

B Purpose

This notice provides instructions for:

- approving CCC-952
- loading TOPP applications into the System 36.

C Dates

All CCC-952 and CCC-952-A data shall be loaded into the System 36 by May 16, 2003.

Disposal Date	Distribution
January 1, 2004	Tobacco State Offices; State Offices relay to applicable County Offices

Notice TB-1076

2 County Office Action

A Accessing TOPP Application Software

From Menu FAX250, access TOPP application software according to the following table.

Step	Menu	Action
1	FAX250	ENTER "3" or "4", "Application Processing", as applicable. PRESS "Enter".
2	FAX09002	Enter the appropriate County Office, if applicable. PRESS "Enter".
3	FAX07001	ENTER "18", "Tobacco/Peanuts". PRESS "Enter".
4	MOO100	ENTER "8", "Tobacco Payment Program". PRESS "Enter".
5	MNH000	ENTER "3", "CCC-952 Application Processing". PRESS "Enter".
6	MNH01100	Enter the number of the tobacco kind selected. PRESS "Enter". Screen MNH30001 will be displayed.

B Example of Screen MNH30001

The following is an example of the options available from TOPP Screen MNH30001.

Note: A Help Screen will display the definition of "Payment Pounds" for each kind of tobacco.

```
TOPP SIGN UP          147-PRINCE EDWARD          MNH30001
TOBACCO PAYMENT PROGRAM          Version: AE53  03-17-03  7:54 Term #1
-----
Program Year: 2002  Tobacco Kind:  Flue-Cured Tobacco

Please Enter a Farm Number :          1256

and

Select a Process Option          1
1. Process Application
2. View Application
3. Modify Application
4. Approve Application
5. Withdraw Application (Before issuing payments)

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

2 County Office Action (Continued)

C Option 1, “Process Application”

Option 1 will allow TOPP application data to be entered into the System 36.

- The person who was the quota owner of record on July 1, 2002, is eligible to apply for owner-allocated pounds.
- If applicant is not in the name and address file, that applicant may be added to the name and address file according to 1-CM. TOPP software will not accept temporary ID's.

Note: Contact the State Office if an applicant is a BIA member who only has a temporary ID number.

- If applicant is not associated with the farm, that applicant may be added to the farm through farm maintenance by accessing option 9, “Add Other Producers”, on TOPP Main Menu MNH000.
- Only 1 workstation shall access and data load to the same farm at the same time.
- County Offices making any modification shall note, sign, and date the justification for the change on CCC-952, page 2. Flue-cured quota modifications that are necessary because of rounding (option 8, “Display Tract Calculated Basic Allotment/Quota”) shall be handled in this manner.

2 County Office Action (Continued)

C Option 1, "Process Application" (Continued)

Enter application data according to the following table.

Step	Action		Result
1	On Screen MNH30001, enter farm number from CCC-952, item 3. PRESS "Field Exit". ENTER "1", "Process Application". PRESS "Enter".		Screen MNH30101 will be displayed.
2	IF pounds displayed on this screen are...	THEN...	
	pounds displayed on CCC-952, item 8, 13 or 17, as applicable	PRESS "Field Exit". ENTER "Y" to the question, "Do you wish to modify Pounds?". PRESS "Enter".	Screen MNH30200 will be displayed.
	not pounds displayed on CCC-952, item 8, 13 or 17, as applicable	modify the screen entries as follows: <ul style="list-style-type: none"> PRESS "Field Exit". ENTER "Y" to the question, "Do you wish to modify Pounds?". PRESS "Enter" enter modified, allocated pounds from CCC-952, item 8 for owners, if applicable. PRESS "Field Exit". PRESS "Enter" to continue to the next screen; or PRESS "Tab" to move the cursor to another allocated pounds space to be modified. Enter the modified pounds from the applicable item on CCC-952. PRESS "Field Exit". PRESS "Enter" to continue. 	Screen MNH30101 will be redisplayed. The cursor will default to "Allocated Payment Pounds for Owners". Screen MNH30200 will be displayed.

2 County Office Action (Continued)

C Option 1, “Process Application” (Continued)

Step	Action	Result	
3	<p>Selecting applicant names from CCC-952, ENTER “Y” beside each name for this session. PRESS “Enter” to continue.</p> <p>Note: Roll page to show additional names for selection, if applicable. If CCC-952 applicant’s name does not appear on this screen, applicant may be added by:</p> <ul style="list-style-type: none"> access Menu MNH000 (subparagraph A, step 4) ENTER “9”, “Add Other Producers” enter the applicant through farm maintenance. 	Screen MNH30201 will be displayed. The cursor will default to “Pounds Allocated by Owner” beside the first applicant displayed on the screen.	
4	<p>From CCC-952 or CCC-952-A, enter amount of pounds allocated to this owner, or ENTER “0”. PRESS “Field Exit”. Enter amount of pounds allocated to each applicant displayed on the screen from the applicable entry on CCC-952 or CCC-952-A, or ENTER “0”. PRESS “Field Exit”. PRESS “Enter” to display additional selected applicants and repeat these actions for each applicant on the TOPP application. PRESS “Enter” to continue.</p> <p>Note: Additional producers may be accessed by either of the following:</p> <ul style="list-style-type: none"> PRESS “Cmd16”, Screen MNH30200 will be displayed. ENTER “Y” beside the name access Menu MNH000, Enter “9”, “Add Other Producers”. 	Screen MNH30301 will be displayed.	
5	<p>If COC has:</p> <ul style="list-style-type: none"> approved the application, enter COC approval date and PRESS “Enter” not approved the application, do not enter COC approval date. PRESS “Enter” to continue. 	Screen MNH30401 will be displayed with the message, “Application has been updated”.	
6	ENTER “Y” or “N” to the question, “Do you wish to access another farm’s application?”. PRESS “Enter”.	IF...	THEN...
		“Y” is entered	Screen MNH30001 will be displayed.
		“N” is entered	Menu MNH000 will be displayed.

2 County Office Action (Continued)

D Option 2, “View Application”

Option 2 will allow previously entered TOPP application data to be viewed. No data entry is allowed through this option.

View an application according to the following table.

Step	Action	Result	
1	On Screen MNH30001, enter farm number and PRESS “Field Exit”. ENTER “2”, “View Application”. PRESS “Enter”.	Screen MNH30101 will be displayed. No changes will be allowed on this screen.	
2	PRESS “Enter” to continue.	Screen MNH30201 will be displayed. No changes will be allowed on this screen.	
3	PRESS “Enter” to continue.	Screen MNH30301 will be displayed. No changes will be allowed on this screen.	
4	PRESS “Enter” to continue.	Screen MNH30402 will be displayed with the message that the farm’s application has been viewed.	
5	ENTER “Y” or “N”. PRESS “Enter”.	IF...	THEN...
		“Y” is entered	Screen MNH30001 will be displayed.
		“N” is entered	Menu MNH000 will be displayed.

2 County Office Action (Continued)

E Option 3, “Modify Application”

Option 3 will allow previously entered TOPP data to be modified.

County Offices making any modification shall note, sign, and date the justification for the change on CCC-952, page 2. Flue-cured quota modifications that are necessary because of rounding (option 8, “Display Tract Calculated Basic Allotment/Quota”) shall be handled in this manner.

Modify an application according to the following table.

Step	Action		Result
1	On Screen MNH30001, enter a farm number and PRESS “Field Exit”. ENTER “3”, “Modify Application”. PRESS “Enter”.		Screen MNH30101 will be displayed.
2	IF...	THEN...	
	the pounds displayed on this screen are not the pounds displayed on CCC-952	<p>modify the screen entries as follows.</p> <ul style="list-style-type: none"> PRESS “Field Exit”. ENTER “Y” to the question, “Do you wish to modify Pounds?”. PRESS “Enter”. Enter modified, allocated pounds from CCC-952, item 8 for owners, if applicable, PRESS “Field Exit”. PRESS “Enter” to continue to the next screen; or PRESS “Tab” to move the cursor to another allocated pounds space to be modified. Enter the modified pounds from the applicable item on CCC-952, PRESS “Field Exit”. PRESS “Enter” to continue. 	<p>Screen MNH30101 will be redisplayed. The cursor will default to “Allocated Payment Pounds for Owners”.</p> <p>Screen MNH30201 will be displayed. The cursor will default to “Pounds Allocated by Owner” for the first applicant listed.</p>

2 County Office Action (Continued)

E Option 3, “Modify Application” (Continued)

Step	Action	Result	
3	<p>Enter modified, allocated owner pounds, if applicable. PRESS “Field Exit”. PRESS “Enter” to continue or PRESS “Tab” to move cursor to another allocated pounds space to be modified. Enter modified pounds where applicable and PRESS “Field Exit”. PRESS “Enter” to continue.</p> <p>Note: Additional producers may be accessed by either of the following:</p> <ul style="list-style-type: none"> pressing “Cmd16”, which will display Screen MNH30200 and allow selection by entering “Y” beside the name accessing Menu MNH000 and selecting option 9, “Add Other Producers”. 	<p>Screen MNH30301 will be displayed.</p> <p>Note: If this screen displays a COC approval date, County Office shall print and CED shall sign and date this screen, and attach it to CCC-952 for the farm.</p>	
4	<p>If COC has:</p> <ul style="list-style-type: none"> approved the application, enter COC approval date and PRESS “Enter” not approved the application, do not enter an approval date. PRESS “Enter” to continue. 	<p>Screen MNH30401 will be displayed with the message, “Application has been updated”.</p>	
5	<p>ENTER “Y” or “N” to the question, “Do you wish to access another farm’s application?”. PRESS “Enter”.</p>	IF...	THEN...
		“Y” is entered	Screen MNH30001 will be displayed.
		“N” is entered	Menu MNH000 will be displayed.

2 County Office Action (Continued)

F Option 4, “Approve Application”

Option 4 will allow the approval of a TOPP application that was not previously approved through either option 1 or option 3.

- COC may alter disputed shares. Make remarks and document. Send the letter with appeal rights.
- County Offices making any modification shall note, sign, and date the justification for the change on CCC-952, page 2. Flue-cured quota modifications that are necessary because of rounding (option “8”, “Display Tract Calculated Basic Allotment/Quota”) shall be handled in this manner.

Approve an application according to the following table.

Step	Action	Results	
1	On Screen MNH30001, enter a farm number and PRESS “Field Exit”. ENTER “4”, “Approve Application”. PRESS “Enter”.	Screen MNH30101 will be displayed. No changes will be allowed on this screen.	
2	PRESS “Enter” to continue.	Screen MNH30201 will be displayed. No changes will be allowed on this screen.	
3	PRESS “Enter” to continue.	Screen MNH30301 will be displayed.	
4	If COC has <ul style="list-style-type: none"> • approved the application, enter COC approval date. PRESS “Enter” • not approved the application, do not enter a COC approval date. PRESS “Enter” to continue. 	Screen MNH30404 will be displayed with the message, “The previously selected action has been updated”.	
5	ENTER “Y” or “N” to the question, “Do you wish to access another farm’s application?”. PRESS “Enter”.	IF...	THEN...
		“Y” is entered	Screen MNH30001 will be displayed.
		“N” is entered	Menu MNH000 will be displayed.

3 County Office Action (Continued)

G Option 5, “Withdraw Application (Before Issuing Payments)”

Option 5 will allow the withdrawal of an application before issuing payments.

Withdraw an application according to the following table.

Step	Action	Result	
1	On Screen MNH30001, enter a farm number and PRESS “Field Exit”. ENTER “5”, “Withdraw Application”. PRESS “Enter”.	Screen MNH30101 will be displayed. No changes will be allowed on this screen.	
2	PRESS “Enter” to continue.	Screen MNH30201 will be displayed. No changes will be allowed on this screen.	
3	PRESS “Enter” to continue.	Screen MNH30301 will be displayed. No changes will be allowed on this screen.	
4	PRESS “Enter” to continue.	Screen MNH30302 will be displayed with the message, “You have reviewed this application”.	
5	ENTER “Y” or “N” to the question, “Is this the correct application to withdraw?”. PRESS “Enter”.	Screen MNH30405 will be displayed with the message, “The previously selected action has been updated.”	
6	ENTER “Y” or “N” to the question, “Do you wish to access another farm’s application?”. PRESS “Enter”.	IF...	THEN...
		“Y” is entered	Screen MNH30001 will be displayed.
		“N” is entered	Menu MNH000 will be displayed.